

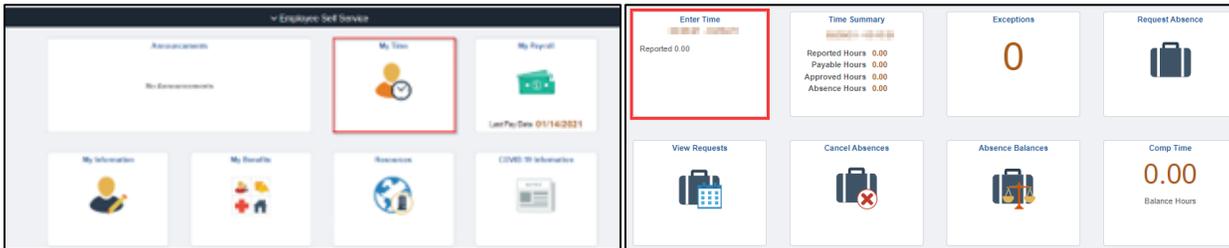


# Employee Self Service Absence Entry Quick Guide



## Enter an Absence

From the [Employee Self-Service](#) homepage, select the **My Time** tile. Select the **Enter Time** tile. You may make absence and time entries up to 2:00 PM on Monday following the close of the pay period.

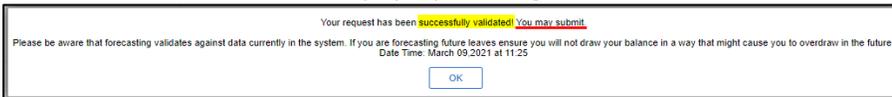
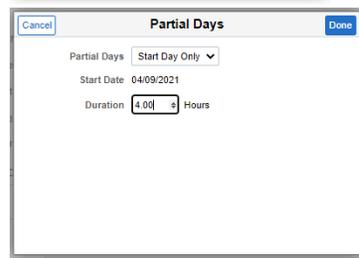
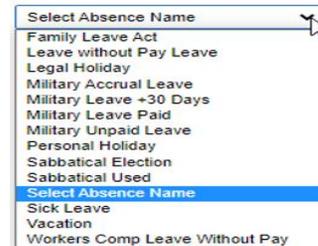
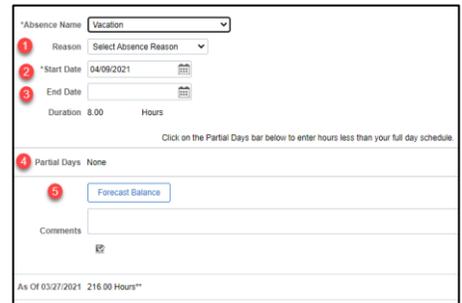


Select the **Request Absence** button on the upper right of the timesheet. The Absence Request screen will open.



Select an **Absence Name** from the drop-down menu.

1. Select the absence **Reason**. Reason is required when using Sick or FMLA absence names. If entering a FMLA absence, you must first submit the corresponding leave absence, then submit the FMLA entry.
2. Enter **Start Date** of your absence.
3. Enter **End Date** of your absence.
4. If entering hours less than your full day schedule, click on the **Partial Days bar**, select either All Days or Start Day Only, then enter your hours in the **Duration field** on the Partial Days pop-up. Click the **Done** button.  
Note: If you are an employee with a 24/7 work schedule (Duration field shows 24.00), you **MUST** click on the **Partial Days bar** and **ALWAYS** enter the number of hours in the **Duration field** on the Partial Days pop-up. Refer to the conversion chart on page 2 for the partial hour amounts.
5. Click the **Forecast Balance** button.  
Confirm forecasting was successful in the pop-up message. If not, refer to page 9 of the [ESS Absence Management Job Aid](#).  
Click the **OK** button in the pop-up message.



6. Click the **Submit** button in upper right corner of pop-up window.  
Click the **Yes** button in the pop-up message.  
Click the **OK** button in the pop-up message.  
Click the **OK** button in the pop-up message again.
7. Click the **X** in the upper right corner to close the pop-up window.
8. Click the **Submit** button in upper right corner of the Enter Time screen.  
Click **OK** button in the pop-up message.

To return to the Time Tiles, click on the **Time** button in the upper left corner of the screen.



## CANCEL AN ABSENCE

From the **Employee Self-Service** homepage, select the **My Time** tile. Select the **Cancel Absences** tile.

Select the absence you wish to cancel from the View Requests list by clicking on the **>** button to the right of the specific absence.

- Only approved absences may be canceled.
- You may only go back to the beginning of the previous pay period to cancel an absence.

If you get the message, “Any absence request changes prior to ##/##/## are not allowed.”, you will need to contact your agency payroll to request the cancellation.

- Finalized absences cannot be canceled.
  - Finalized absences are absences that have been processed in a previous pay period.

1. Click the **Cancel Absence** button on the upper right of the screen.
2. Click the **Yes** button in the pop-up message. When you return to the View Requests list the absence is gone.
3. If you are simply cancelling the absence and do not need to change the absence, you are done.
4. **If you need to submit the absence with changes, you must re-enter as a new absence following the instructions above.**

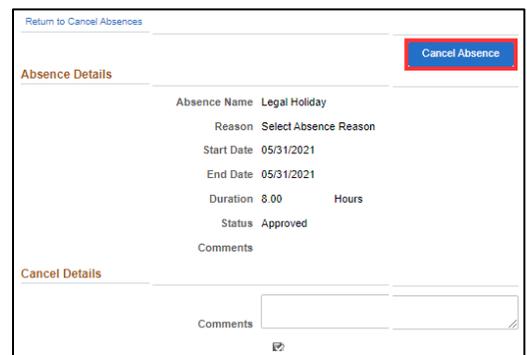
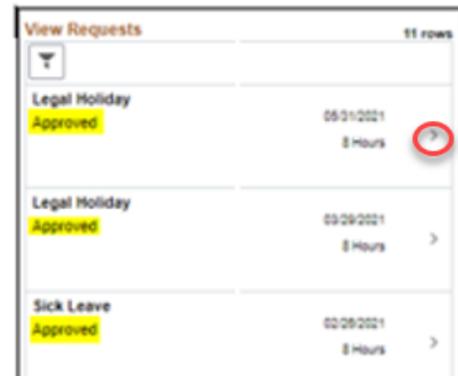
To return to the View Requests screen, click on the **Cancel Absences** button in the upper left corner of the screen.

To return to the Time Tiles, click on the **Time** button in the upper left corner of the screen.

### Edit Time on Timesheet:

If work hours have been entered on the timesheet, and you need to change the hours, you will need to edit the time prior to resubmitting your new absence. Simply click on the **Enter Time** tile and update your work hours.

If you have further questions about any of the topics presented in this Quick Guide, additional resources are available at [Employee Self Service Job Aids](#)



Conversion Chart					
Minutes to Hundredths of Hours					
Minutes	Hundredths	Minutes	Hundredths	Minutes	Hundredths
1	0.02	21	0.35	41	0.68
2	0.03	22	0.37	42	0.70
3	0.05	23	0.38	43	0.72
4	0.07	24	0.40	44	0.73
5	0.08	25	0.42	45	0.75
6	0.10	26	0.43	46	0.77
7	0.12	27	0.45	47	0.78
8	0.13	28	0.47	48	0.80
9	0.15	29	0.48	49	0.82
10	0.17	30	0.50	50	0.83
11	0.18	31	0.52	51	0.85
12	0.20	32	0.53	52	0.87
13	0.22	33	0.55	53	0.88
14	0.23	34	0.57	54	0.90
15	0.25	35	0.58	55	0.92
16	0.27	36	0.60	56	0.93
17	0.28	37	0.62	57	0.95
18	0.30	38	0.63	58	0.97
19	0.32	39	0.65	59	0.98
20	0.33	40	0.67	60	1.00

PeopleSoft/STAR is set up to use "hundredths" not minutes.